

Colorado Special Districts Records Retention Schedule

Records Descriptions	Schedule/Item No.	Records Descriptions	Schedule/Item No.
-A-		Annual Reports (cont'd)	
Abandoned		Financial	5.330
Property	5.180	Fixed assets	5.180
Wells	10.310	Water and sewer treatment	10.300
Absentee		Water consumption	10.290
Ballots	3.30	Apartment Building Plans	1.80
Voters	3.10	Applications	
Abstract of Election	3.140	Absentee ballots	3.10
Acceptance to Serve – Election Judges	3.60	Building permits	1.20
Access Authorizations – Computer	6.50	Sales tax	5.340
Accessory Uses	11.120	Vacancies – governing body	8.30
Accidents		Appointed Entities	Schedule 4
High accident rate locations	10.190	Appointments	
Railroad crossings	10.120	Appointed entities	4.20
Accounting Forms – Election	3.130	Member lists	4.55
Accounts		Governing body	8.30
Improvement district assessments	5.230	Approval Request Form	Appendix C
Payable	5.10	Aquifers	10.310
Receivable	5.20	Archeological Sites	9.05
Utility billing	5.360	Archival Records	Schedule 9
Activity Reports		"As-Built" Drawings	
Building	1.210	Infrastructure systems	10.90
Address		Utility systems	10.90
Assignments	1.240	Asbestos	
History files	1.10	Removal permits	12.30
Advisory Opinions	13.60	Assessment Rolls – Improvement Districts	5.230
Affidavits		Attorney	Schedule 13
Absentee voter	3.10	Auction Records	5.180
Election	3.100	Audits	5.40
Agenda		Sales tax	5.340
Appointed entities	4.10	Work papers	5.40
Governing body	8.10	Augmentation Plans	10.310
Item summaries	8.10	Authorities	Schedule 4
Packets – convenience copies		Governing body as	8.70
Appointed entities	4.90	-B-	
Governing body	8.170	Balance Sheets	
Supporting documentation		Accounts payable	5.10
Appointed entities	4.10	Accounts receivable	5.20
Governing body	8.10	Trial balances	5.50
Agreements		Ballot	
Annexation	11.10	Box receipts	3.130
Water	10.310	Issue comments	3.20
Air Quality	11.70	Measures – lobbying	8.80
Alarm		Notice	3.90
Municipal system	6.60	Ballots	3.30
Permits	12.30	Mail ballots	3.65
Alcohol Beverage Licensing	12.20	Bank	5.50
Alley		Court-maintained accounts	5.50
Improvement districts	5.230	Investments	5.260
Vacations	10.260	Statements	5.50
Allotment Contracts – Water	10.310	Bankruptcy	5.55
Amendments to Schedule	Appendix F	Banners	1.220
Amusement Device Licensing	12.20	Barricades	10.190
Analytical Reports – Water and Sewer	10.300	Basin	
Animal		Floodplain	11.90
Licensing	12.20	Plans	11.130
Annexation	11.10	Stormwater	11.90
Election petitions	3.110	Beer Licenses	12.20
Annual Reports		Bench Marks – Street	10.200
Appointed entities	4.110	Bequests	5.200
Budget	5.100	Bicycle Licensing	12.20
Building activity	1.210	Bids	

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Accepted	5.300	Building (cont'd)	
Rejected	5.300	Records – general	Schedule 1
Solicitations	5.300	Registers	1.190
Specifications	5.300	Regulations	11.150
Unsolicited	5.300	Structure inspection	1.150
Billboards	1.220	Unsafe	1.150
Billing	5.20	Violations	1.250
Legal counsel	5.10	Burning Permits	12.30
Utility	5.360	Bus Service	10.240
Bills		Business	
Of sale	6.30	Historical records	9.20
Paid	5.10	Licensing	12.20
Board of Trustees	Schedule 8	Listings	12.40
Boards and Commissions	Schedule 4	Bylaws	
Boilers	6.60	Appointed entities	4.40
Bond Issues		Governing body	8.40
Bond anticipation notes	5.80	-C-	
Bonds – paid	5.80	Cable Television Service	
Coupons – paid	5.80	Encroachments	12.30
Files	5.80	Franchises	5.190
General obligation	5.80	Campaign Reports	
Industrial development revenue	5.80	Candidate affidavits	3.40
Ledgers	5.80	Contribution, expenditure reports	3.40
Notes – paid	5.80	Statements	3.40
Proceedings books	5.80	Candidate Affidavits	3.40
Refunding	5.80	Case	
Registers	5.80	Files	
Revenue	5.80	Building Board	1.40
Special improvement	5.80	Cash Books	5.20
Water	5.80	Utility billing	5.360
Bonds		Cash Register Validation Tape	5.20
House moving	12.10	Catalogs	
Licenses	12.10	Trade	Appendix A
Permits	12.10	CDBG	5.220
Savings	5.260	CDOT – See State – Highway Department	
Specimen	5.80	Census	11.20
Street cutting	12.10	Reports	11.20
Tree trimming	12.10	Ceremonies	
Boundary Maps		Proclamations	8.180
Alcohol beverage licensing	12.20	Certificates	
Annexations	11.10	License issuance	12.20
Bridge		Money market	5.260
County program	5.210	Of deposit	5.260
Inspections	10.190	Of insurance	5.240
Inventory	10.190	Of occupancy	1.60
Budget		Register	5.260
Adopted	5.100	Signature – Mayor	8.210
Preliminary	5.100	Votes cast	3.50
Reports	5.100	Zoning	11.190
Building		Certifications	
Activity reports	1.210	Election	3.50
Board case files	1.40	Petition	3.110
Board of Adjustment	1.40, Schedule 4	Certified	
Board of Appeals	1.40, Schedule 4	Statement – persons elected	3.50
Historic	1.160	Challenges – Election	3.100
Inspection	1.150	Charge Slips	5.10
Materials – alternative	1.40	Charter	
Permits	1.30	Initiative petition	3.110
Applications	1.20	Checks	
Fee collection	5.20	Cancelled	5.50
Plans	1.80	Duplicate copies	5.50
Public	1.80	Register	5.50

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Checks (cont'd)		Copyright Records	9.130
Stubs	5.50	Corridor Plans	
Voided	5.50	Council	Schedule 8
Cigarette Tax	5.210	County	
CIRSA	5.240	Road and bridge program	5.210
City Council	Schedule 8	Treasurer's reports	5.330
Civil		Proceedings	13.70
Actions	13.70	Water	10.310
Claim	5.240	Crane Work – Public Way	12.30
Medical records	13.30	Credit	
Notices of	13.30	Card	
Reports	5.240	Records of cards held	5.10
Colorado Department of Transportation –		Statements	5.10
See <i>State – Highway Department</i>		Criminal Case Files	
Commercial		Municipal prosecutor	13.40
Building plans	1.80	Criminal History	
Standards	11.150	Crossings – Railroad	10.120
Commissions	Schedule 4	Crosswalks	10.190
Committees		-D-	
Candidate	3.40	Dams	10.310
Governing body	8.45	Dedications	
Issues	3.40	Water rights	10.310
Communication		Defective Ballots	3.30
Encroachments	12.30	Deferred	
Franchises	5.190	Delinquent Sales/Use Tax Notices	5.340
Licenses	6.40	Demolition	
Tower permits	12.30	Permits	1.30
Community		Work in public way	12.30
Development block grant	5.210	Demonstrations – Traffic Impact	10.190
General – significant early	9.20	Deposit	
Groups – early	9.20	Pass book	5.50
Histories	9.10	Receipts – meters	5.360
Complaints		Security – utility service	5.360
Comprehensive Plan	11.130	Slips	5.50
Computer		Depreciation – Fixed Assets	5.180
Backup documentation	6.50	Destruction of Records	Appendix E
Maintenance	6.50	Development	11.30
Network	6.50	Proposals – not approved	11.40
Program	6.50	Vested rights	11.170
Security	6.50	Digital Images of Historic Value	9.100
Software	6.50	Disaster	
System	6.50	Warning systems	6.60
Wiring	6.50	Discharge Permits – Wastewater	10.300
Concealed Weapons Permits	12.30	Disclosure Statements	
Conceptual Review	11.30	Conflict of interest	8.100
Conditional Uses	11.120	Financial	8.100
Confiscated Property	5.180	Disconnection – Utilities	10.250
Confined Space Entry Permits	12.30	Disposition of Property	5.180
Conflict of Interest Disclosure Statements	8.100	District	
Connections – Utility	10.250	Boundary maps – election	3.70
Conservancy Districts	10.300	Election	3.70
Conservation Trust Fund	5.210	Historic	1.160
Construction		Improvement	5.230
Drawings and plans	1.80	Water conservancy	10.310
Methods – alternative	1.40	Ditch Companies	10.310
Records – general	Schedule 1	Drafts	
Consumer Confidence Report	10.300	Preliminary	Appendix A
Contested Elections	Schedule 3	Drainage	
Contractor's Licenses	12.20	Histories – streets	10.200
Contribution and Expenditure Reports	3.40	System	11.90
Coordinated Election	3.55	Drawings	
Copper Content – Drinking Water	10.300	Computer system network	6.50

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Construction	1.80	appointed entities	4.105
Infrastructure systems	10.90	governing body	8.185
Railroad crossing	10.120	Exemptions	11.160
Utility location	10.250	Water and sewer treatment	10.300
Utility system	10.90	Exhibits Referenced in Minutes	
Drilling Structures	11.70	Appointed entities	4.60
Drinking Water – See Water and Sewer System		Governing body	8.110
Driver Vehicle Safety Reports	6.110	Expenditure Reports	
Driver's License		Campaigns	3.40
Dump Tickets	10.150	Departments	5.330
Duplicate Copies		Elections	3.40
Administrative	xvii	Expenses	
Convenience	xvii	Election judges	3.60
-E-		Travel	5.10
Easement		Explosives Permits	12.30
Vacation	10.260	-F-	
Economic Development	11.60	Facility	
Incentives	11.60	Use	
Plans	11.130	Permits	12.30
Election	Schedule 3	Fair Campaign Practices Reports	3.40
Accounting statement	3.130	FCC Licenses	6.40
Contested	Schedule 3	Federal	
Coordinated	3.55	Bills – proposed	
Judges	3.60	Lobbying	8.80
Mail ballot	3.65	Excise tax	5.210
Notices	3.90	Fee	
Petitions	3.110	Cash books, receipts, reports	5.20
Electricity Service		Collection	5.20
Billing	5.360	Impact	5.20
Franchise	5.190	Schedules	5.150
Meters	5.360	Feedlots	11.70
Electronic		Fence Permits	12.30
Records	6.50	Field	
Elevations – Bench Marks	10.200	Purchase orders	5.300
Elevators – Municipal	6.60	Disclosure Statements	8.100
Employee		Guarantees	5.160
Loans by municipality	5.280	Reports	5.330
Encroachment Permits	12.30	Fire	
Utility lines	12.30	Alarm permits	12.30
Engineering		Code	
Street	10.200	Board of Appeals	1.40
Enterprise		Fireworks Permits	12.30
Board	8.70	Fixed Assets	5.180
Zone 60	11.	Fleet	Schedule 6
Entertainment Licensing	12.20	Flood Insurance Rate Maps	11.90
Entities Appointed by Municipality	Schedule 4	Flooding	
Absentee ballot return	3.10	General	11.90
Environment	11.70	Histories	11.90
Monitoring	11.70	Floodplains	
Equipment	Schedule 6	Basins	11.90
General	6.60	Building permits in	1.30
Inspection, maintenance	6.110	General	11.90
Office	6.130	Permits – building	1.30
Warranties	6.210	Regulations	11.150
Escrow Accounts	5.160	Wetlands	11.70
Estimates – Tentative	5.380	Floodways	11.90
Events		Foreclosure	5.55
Traffic impacts	10.190	Forms	
Excavation Permits	12.30	Government	5.210
Excise Tax	5.210	Franchises	5.190
Executive Sessions		Fuel	
Recordings		Oil storage	11.70

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Records	Descriptions	Schedule/Item No.	Records	Descriptions	Schedule/Item No.
Funds	Usage, records	6.70	Histories (cont'd)		
	Conservation trust	5.210	Municipal		9.10
	Establishment	5.200	Home Occupation Permits		12.30
	Trust	5.200	Hot Work Permits		12.30
-G-			House		
Gas			Moving permits – public way		12.30
	Company encroachment permits	12.30	Number assignments		1.240
	Connections	1.10	Housing		
	Drilling		Assistance grants		5.220
	Permit reviews	11.70	Authority		Schedule 4
	Structures	11.70	Governing body as		8.70
	Service franchise	5.190	Plans		11.130
Gasoline	Storage Tanks	11.70	Rehabilitation projects		5.220
General			How to Use Schedule		Xvii
	Improvement District Board	8.70	HUTF		5.210
	Ledger	5.270	HVAC Systems		6.60
Generator Equipment		6.60	-I-		
Glossary	Appendix B		Impact Fees – Collection		5.20
Goals			Improvement Districts		5.230
	Appointed entities	4.50	Incentives – Economic Development		11.60
	Governing body	8.60	Incorporation – Municipality		9.50
Governing Body		Schedule 8	Independent Expenditure Reports		3.40
	As other decision-making body	8.70	Industrial		
	Committees	8.45	Building plans		1.80
	Members	8.100	Contamination		11.70
	List	8.90	Development revenue bonds		5.80
	Removal from office	8.190	Pretreatment permits		10.300
Government			Infrastructure		Schedule 10
	Instructions for completing forms	5.210	Initiative Petitions		3.110
	Revenue programs	5.210	Inlet Inspections		1.150
Grades – Street		10.200	Inspection		
Grant			Agencies		1.150
	Audit	5.40	Building		1.150
	Awarded	5.220	Equipment		6.110
	Rejected	5.220	Storage tanks		11.70
	Reports	5.220	Structure		1.150
	Supporting documentation	5.220	Trailer inspection reports		1.150
Grass Control		11.70	Vehicles		6.110
Gravel Pit Reclamation		11.70	Water storage		10.290
Guarantees – Financial		5.160	Instructions		
-H-			Completing government forms		5.210
Hazardous Materials			Election judges		3.60
	Asbestos removal permits	12.30	Insufficient Petitions		3.110
	Industrial contamination	11.70	Insurance		
	Underground storage tanks	11.70	Certificates		5.240
Heating Systems – Municipal		6.60	Claims		5.240
Highway Users Tax Fund (HUTF)		5.210	Policies		5.240
Historic			Intersections – Engineering		10.200
	Buildings	1.160	Inventories		
	Designations	1.160	Bridges		10.200
	Districts	1.160	Building		5.180
Historical			Equipment		6.90
	Records	Schedule 9	Fleet		6.90
	Archeological sites	9.05	Fixed assets		5.180
	Older than 1900	9.110	Furniture		5.180
	Photographic	9.100	Property		5.180
	Sites	9.05	Real estate		5.180
Histories			Software		6.50
	Community	9.10	Vehicles		6.90
	Departments	9.10	Investments		5.260
	Drainage	10.200	Bank statements		5.260
			Reports		5.260

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Records Descriptions	Schedule/Item No.	Records Descriptions	Schedule/Item No.
Invoices		Licenses (cont'd)	
Accounts payable	5.10	Taxi driver	12.20
Issued by municipality	5.20	Liens	5.160
Irrigation Companies	10.310	Lighting – Street	10.190
Issues Committees	3.40	Limousine Driver Licenses	12.20
-J-		Liquor Licenses	12.20
Journals		Lists	
Cash receipt	5.360	Absentee voter	3.10
Entries	5.270	Appointed entities	4.20
Financial	5.270	Business owners contact	12.20
Subsidiary financial	5.270	Current business licenses	12.40
Transaction – sales and use tax	5.340	Election judges	3.60
Utility billing	5.360	Fixed assets	5.180
Judges		Governing body members	8.90
Election	3.60	License holders	12.40
-L-		Mayors	8.90
Lakes	10.310	Members of appointed entities	4.55
Land Use Records	Schedule 11	Permit holders	12.40
Landfill		Vendors	5.300
Locations	10.150	Litigation	Schedule 13
Monitoring	11.70	Case records	13.70
Landmark Designations	1.160	Major	13.70
Lawsuits	13.70	Minor	13.70
Potential – claims	13.30	Pending	Xv
medical records	13.30	Loans	5.280
Lead		By municipality	5.280
Content – drinking water	10.300	Employee, other purposes	5.280
Lease-Purchase	5.300	Lobbying – Legislative	8.80
Ledgers		Logo – Municipal	9.130
Bond issue	5.80	Lottery Funds	5.210
Building permit	1.190	-M-	
Financial	5.270	Mail Ballot Election Records	3.65
General	5.270	Mailed Ballots	3.30
Journal entries	5.270	Maintenance	
Subsidiary financial	5.270	Contract – CDOT	10.170
Trust fund	5.270	Equipment	6.110
Legal		Valves – water and sewer	10.290
Counsel	Schedule 13	Vehicles	6.110
Opinions	13.60	Manholes	10.250
Advisory opinions	13.60	Manuals	
Research files	13.70	Equipment	6.120
Legislation		Vehicles	6.120
Lobbying	8.80	Maps and Drawings	
Letters of Credit	5.160	Annexation	11.10, 11.100
License Agreements – Railroad	10.120	Election	3.70
Licenses	Schedule 12	Flood insurance rate	11.90
Alcohol beverage	12.20	Infrastructure	10.90
Amusement devices	12.20	Land use	11.100
Animal	12.20	Utility systems	10.90
Beer	12.20	Master Plans	11.30
Bicycle	12.20	Mayor	
Business	12.20	Lists	8.90
Certificates	12.20	Signature certificates	8.210
Contractor's	12.20	Systems – municipal	6.60
Issued to municipality	5.340	Media – Records Storage	Xv
Limousine driver	12.20	Medical Records	
Liquor	12.20	Personal injury claims	13.30
List	12.40	Meeting	
Pawnbroker	12.20	Clerk's Notes – governing body	8.120
Sales tax	5.340	Notices	
Secondhand dealers	12.20	Appointed entities	4.70
Sexually oriented businesses	12.20	Governing body	8.130

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Records Descriptions	Schedule/Item No.	Records Descriptions	Schedule/Item No.
Recordings		Water and sewer treatment	10.300
Appointed entities	4.105	Nuisances – Land Use	11.70
Governing body	8.185	-O-	
Members		Oaths	
Appointed entities list	4.55	Appointed entities	4.80
Governing body	8.100	Election	3.100
Lists	8.90	Governing body	8.140
Memoranda – Staff	8.170	Objections	
Meter		Nominations	3.80
Books	5.360	Occupation Taxes – Franchisees	5.190
Calibration and testing	5.360	ODPs	11.30
Deposit receipts	5.360	Oil Drilling	
Installation	5.360	Permit reviews	11.70
Locations	5.360	Structures	11.70
Maintenance	5.360	Older Records – Before 1900	9.110
Orders	5.360	Open Flame Work Permit	12.30
Reading		Open Meetings	
Exception reports	5.360	Recordings	
Sheets	5.360	appointed entities	4.105
Repair	5.360	governing body	8.185
Mileage Reimbursements	5.10	Ordinances	8.150
Mined Land Reclamation	11.70	Orientation Information – Governing Body	8.160
Minor Subdivisions	11.30	Overall Development Plans	11.30
Minutes		-P-	
Appointed entities	4.60	Packets – Convenience Copies	
Boards and commissions	4.60	Appointed entities	4.90
Governing body	8.110	Governing body	8.170
Missing Persons Cases		Parade	
Money Market Certificates	5.260	Permits	12.30
Appointed entities	4.110	Traffic impacts	10.190
Budget	5.100	Paratransit Services	10.240
Building activity	1.210	Parking	10.190
Financial	5.330	Ticket receipts	5.20
Monumentation	10.200	Variances	11.160
Mosquito Control	11.70	Passwords – Computer	6.50
Motion Pictures		Pawnbroker Licensing	12.20
Historic value	9.100	Pawned items	12.20
Motor Vehicle Sales Tax Receipts	5.340	Peddler Licensing	12.20
Motorcades – Traffic Impact	10.190	Pension	
Museum		Boards	Schedule 4
Material	Appendix A	Permits	Schedule 12
Mylars – Maps, Plats, Drawings	11.100	Asbestos removal	12.30
-N-		Building	1.30
Natural Gas Service Franchises	5.190	Floodplain	1.30
NCWCD	10.310	Burning	12.30
Network – Computer	6.50	Communication tower	12.30
News		Concealed weapons	12.30
Clippings	9.120	Confined space entry	12.30
Newspapers – Local	9.90	Demolition	1.30
Nominations	3.80	Permits (cont'd)	
Petitions	3.110	Discharge	10.300
Nonconforming Uses	11.120	Encroachment	12.30
Non-records	Appendix A	Excavation	12.30
Notes		Explosives	12.30
Rough	5.380	Facility use	12.30
Taken at governing body meetings	8.120	Fence	12.30
Transcribed	Appendix A	Fire alarm	12.30
Notices		Fireworks	12.30
Election	3.90	Floodplain building	1.30
Meetings		Gas company	12.30
Appointed entities	4.70		
Governing body	8.130		

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Permits (cont'd)		Plats	11.30
Home occupation	12.30	Development	11.100
Hot work	12.30	Vacation of	11.30
Industrial pretreatment	10.300	Land use	11.100
List	12.40	Pleadings	13.70
Open flame work	12.30	Police	
Parade	12.30	Grants	5.220
Sewer tap	10.290	Policies	
Sign	1.220	Insurance	5.240
Sludge application	10.300	Water	10.310
Special event and use	12.30	Poll	
Street cuts	12.30	Books	3.120
Telephone company	12.30	Lists	3.120
Tree removal	12.30	Records – general	3.120
Underground storage tank	12.30	Signature forms	3.120
Use	12.30	Sites	3.120
Water tap	10.290	Pollution	11.70
Wells	10.310	Population	
Work in public way	12.30	Projections	11.20
Permitted Uses	11.120	Statistics	11.20
Petitions		Power Generators	6.60
Annexation	11.10	Precedents	
Election	3.110	Legal	13.70
Certification	3.110	Precinct Maps	3.70
Charter initiative	3.110	Proclamations	8.180
Election	3.110	Prominent Individuals	9.20
Initiative	3.110	Promissory Notes	5.160
Insufficient	3.110	Proof Roll Inspections	1.150
Nomination	3.110	Property	
Objections	3.80	Auctions	5.180
Withdrawal	3.80	Disposal	5.180
Protests	3.110	Real estate transfer tax records	5.340
Recall	3.110	Rights – vested	11.170
Referendum	3.110	Surplus	5.180
Zoning	11.190	Taxes	5.340
Petty Cash	5.10	Unclaimed	5.180
Photographs		Proposals	
Historical	9.100	Bids	5.300
Scrapbooks	9.120	Protests – Election Petitions	3.110
Planametric Maps	10.90	Public	
Planned Unit Developments	11.30	Buildings – construction drawings	1.80
Planning and Zoning Board	Schedule 4	Utilities commission hearing	10.120
Planning Records	Schedule 11	Files	13.70
Plans		Publications	
Basin	11.90	Other agencies	Appendix A
Comprehensive	11.130	Outdated, superseded	Appendix A
Construction	1.90	PUDs	11.30
Corridor	11.130	Purchase	
Development	11.30	Orders	5.300
Housing	11.130	Field	5.300
Land use	11.100, 11.130	Requisitions	5.300
Long range	11.130	Purchasing	5.300
Regional	11.130	Control forms	5.300
Stormwater	11.130	Policies	5.300
Strategic	11.130	Solicitations	5.300
Streetscape	11.130	Pyrotechnics Permits	12.30
Transportation	11.130	-Q-	
Urban growth area	11.130	Appointed entities	4.110
Utility	11.130	Budget	5.100
Plant Investment Fee		-R-	
Collection	5.20	Radio System Licenses – FCC	6.40
Policy	10.310	Railroads	10.120

Colorado Special Districts Records Retention Schedule

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Crossings	10.120	Reports (cont'd)	
Municipal operations on right-of-way	10.120	Bills allowed	5.10
Rate Schedules	5.150	Boards and commissions	4.110
Real Estate Transfer Tax Records	5.340	Bridge	10.190
Rebate Program Records	5.315	Budget	5.100
Recall Petitions	3.110	Building	
Receipts		Activity	1.210
Building permit fees	5.20	Inspection	1.150
Election materials	3.130	Campaign	3.40
Fees paid	5.20	Cash	5.20
General	5.20	Census	11.20
Improvement district assessments	5.230	Claims	5.240
Meter deposit	5.360	Comprehensive annual financial	5.40
Reclamation		Consumer confidence	10.300
Gravel pit	11.70	County treasurer	5.330
Mined land	11.70	Expenditure	5.330
Recommendations to Governing Body		Financial	5.330
Appointed entities	4.100	Fixed asset – annual	5.180
Reconciliations	5.50	Inspection – vehicles/equipment	6.110
Record Copy	Xvii	Investment	5.260
Recordings – See also <i>Tape Recordings</i>		Street system	10.200
Appointed entities	4.105	Structure inspection	1.150
Governing body	8.185	Water	
Records		Consumption	10.290
Computer	6.50	Quality	10.300
Default retention	Xvii	Requests	
Destruction	xv, Appendix E	For proposals (RFPs)	5.300
Duplicate copies	xvii	For quotations (RFQs)	5.300
Media	Xv	Reservoirs	10.310
Recreation		Residential Building Plans	1.80
Referendum Petitions	3.110	Resignations	
Referrals from Other Jurisdictions	11.140	Appointed entities	4.20
Registers		Governing body	8.100
Bond issue	5.80	Resolutions	8.200
Building permit	1.190	Resubdivisions	11.30
Certificate of deposit	5.260	Returns – Sales and Use Tax	5.340
Checks	5.50	Revenue	
Licenses	12.40	Reports	5.330
Permits	12.40	Sharing	5.210
Property tax	5.340	Rezoning	11.190
Sales tax	5.340	Railroad	10.120
Registration Receipts	5.20	Vacation	10.260
Regulations		Rivers	10.310
Building	11.150	Road and Bridge Program	5.210
Development	1.150	Routes	
Land use	11.150	Snow	10.190
Planning	11.150	Truck	10.190
Railroads	10.120	Routing Documents	Appendix A
Water	10.310	-S-	
Removal from Governing Body	8.190	Safety	
Renewal – Alcohol Beverage Licenses	12.20	Equipment	6.110
Rental Receipts	5.20	Fleet	6.110
Replacement Ballots	3.30	Vehicles	6.110
Replats	11.30		
Reports		Sales Tax Collection	5.340
Analytical – water and sewer	10.300	Sample Ballots	3.30
Annual		Sanitary Surveys – Treatment System	10.300
Financial	5.330	Savings Bonds	5.260
Water and wastewater treatment	10.300	Schedule	
Appointed entities	4.110	Building permit fee	5.150
Audit	5.40	Fee	5.150
		Rate	5.150

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Schematics – System	10.90	State	
Scrapbooks	9.120	Archives	
Seal – Municipal	9.130	Approval	Appendix C
Secondhand Dealers Licensing	12.20	Bid list	5.300
Security – Computer	6.50	Highway Department	
Security Guards Licensing	12.20	Improvement project	10.190
Service		Maintenance contract	10.170
Orders – utility	5.360	Policy issues	10.170
Setbacks	11.160	Railroad crossing hearings	10.120
Settlements – Litigation	13.70	Signalization	10.190
Severance Tax	5.210	Standards	10.120
Sewer System – See Water and Sewer System		System	10.170
Sexually Oriented Business Licensing	12.20	Lobbying	8.80
Show Cause Hearings	12.20	Revenue programs	5.210
Shutoffs – Utility	10.250	Statements	
Sidewalk		Accounts payable	5.10
Engineering	10.200	Bank	5.50
Improvement districts	5.230	Investments	5.260
Layout	10.200	Issued by municipality	5.20
Sign		Utility billing	5.360
Codes	11.150	Stocks and Bonds	5.260
Construction and installation	1.220	Storage Tanks – Regulated Substances	11.70
Permits	1.220	Above ground	11.70
Signalization	10.190	Underground	11.70
Signature Certificates		Inspections	11.70
Mayor	8.210	Leaking	11.70
Site Plans	11.30	Permits	12.30
Site Specific Development Plans	11.30	Stormwater	
Sludge		Basins	11.90
Application	10.300	Plans	11.130
Permit reviews	11.70	Drainage system	11.90
Permits	10.300	Improvement districts	5.230
Preparation	10.300	Streams	10.310
Sites	10.300	Street	
Snow Removal	10.190	Address assignments	1.240, 10.200
Software		Alignment	10.200
Licenses	6.50	Arterial system	10.200
Management	6.50	Bridge inspections	10.190
Manuals	6.50	Cleaning	10.190
Site licenses	6.50	Closings	1.240
Soil Condition Reports	1.150	Closures	10.190
Solicitations – Bids	5.300	Construction – major	10.200
Solid Waste Management	10.150	Crosswalks	10.190
Cash receipts	5.20	Cut permits	12.30
Dump tickets	10.150	Dedications	1.240
Landfill locations	10.150	Design	10.200
Special		Drainage problem history	10.200
Events and use permits	12.30	Engineering	10.200
Events license – alcohol beverages	12.20	Grades	10.200
Uses	11.120	High accident locations	10.190
Specifications		Highway users tax fund	5.210
Bid	5.300	Improvement districts	5.230
Specimen Bonds	5.80	Intersection design	10.200
Speed Zones	10.190	Layout	10.200
Spoiled Ballots	3.30	Lighting	10.190
Spreadsheets – Preliminary	5.380	Maintenance – major	10.200
Standards		Map – system	10.200
Building	11.150	Miles in system	10.200
Commercial	11.150	Name assignments	1.240
Water	10.310	Naming	10.190
Testing	10.300	Numbering	1.240
		Operations	10.190

Colorado Special Districts Records Retention Schedule

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Street (cont'd)		Temporary Use Permits – NCWCD	10.310
Parking	10.190	1099 Forms	5.10
Permits	12.30	Terminology	Appendix B
Planning	10.200	Titles – Vehicle	6.200
Problem histories	10.200	Topographic Maps	10.90
Right-of-way acquisition	10.200	Towers – Communication	12.30
Snow removal	10.190	Toxic Sites	11.70
Speed zones	10.190	Trade	
State highways – See <i>State – Highway Department</i>		Journals	Appendix A
Striping	10.190	Trademark Records	9.130
Sweeping	10.190	Traffic	
System	10.200	Events – impact	10.190
Traffic markings	10.190	Flow	10.190
Truck routes	10.190	Marking	10.190
Vacation	10.260	Operations	10.190
Streetscape		Rerouting	10.190
Plans	11.130	Signalization	10.190
Striping – Traffic	10.190	Trailer Inspections	1.150
Structure		Training	
Inspections	1.150	Orientation	
Records	Schedule 1	Governing body	8.170
Studies		Transaction Journal – Sales and Use Tax	5.340
Land use	11.130	Transient Vendor Licensing	12.20
Planning	11.130	Transmittal Letters	Appendix A
Study Sessions		Transportation System	
Recordings		Plans	11.130
Appointed entities	4.105	Services	10.240
Governing body	8.185	Trash Violations	11.180
Subdivisions	11.30	Treasury Bills and Notes	5.260
Minor	11.30	Treatment – Water and Sewer	10.300
Regulations	11.150	Trees	
Sump Pump Equipment	6.60	Removal permits	12.30
Surplus Property	5.180	Trial Balances	5.50
Surveying Records		Truck Route Designations	10.190
Bench marks	10.200	Trust Funds	5.200
-T-		Turbidity Reports	10.300
Tabulation	3.140	-U-	
Test results	3.140	Unclaimed Property	5.180
Tally Lists	3.140	Underground	
Tanks – Storage	11.70	Storage tanks	
Tap – Water and Sewer	10.290	Inspections	11.70
Tape Recordings – See also <i>Recordings</i>		Leaking	11.70
Appointed entities	4.105	Permits	12.30
Governing body	8.185	Utility lines	10.250
Study sessions	4-120	Water rights and supply	10.310
Task Forces		Uniform	
Appointed by municipality	Schedule 4	Unsafe Buildings	1.150
Tax		Unused Ballots	3.30
Collection	5.340	Update Request Form	Appendix D
Licenses issued to municipality	5.340	Urban	
Receipt stubs – assessments	5.230	Growth area plans	11.130
Taxes – See Specific Taxes		Renewal authority	Schedule 4
Taxi Driver License	12.20	Governing body as	8.70
Taxicab Service	10.240	Use	
Telephone		Permits	12.30
Messages	Appendix A	Tax collection	5.340
System		Uses	
Encroachments	12.30	Accessory	11.120
Municipal buildings	6.160	Conditional	11.120
Television – See Cable Television Service		Nonconforming	11.120
Temporary Alcohol Beverage Permit	12.20	Permitted	11.120

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Records	Descriptions	Schedule/Item No.	Records	Descriptions	Schedule/Item No.
Special		11.120	Videotape		
USGS	Temporary	12.30		Historical value	9.100
	Elevation bench marks	10.200		Recordings of meetings	
Utility Billing		5.360		Appointed entities	4.105
	Account history	5.360		Governing body	8.185
	Adjustment records	5.360	Violations		
	Billing journals	5.360		Building code	1.250
	Meters	5.360		Code	11.180
	Notices	5.360		Land use	11.180
	Security deposit	5.360		Nuisances – land use	11.70
	Service orders	5.360		Trash	11.180
	Statements	5.360		Weed	11.180
	Trouble orders	5.360	Voted Ballots		3.30
	Turn-off orders	5.360	Voter		
Utility Features				Registration list	3.120
	Connections	10.250, 10.290		Signature forms	3.120
	Disconnections	10.250	Vouchers		5.300
	Encroachment permits	12.30	-W-		
	Installation	10.250	W-9 Forms		5.10
	Lines	10.250	Ward Boundary Maps		3.70
	Locates	10.250	Warning Systems		6.60
	Locations	10.250	Warranties		6.210
	Mains	10.250	Warrants		
	Manholes	10.250		Checks	5.10
	Maps and drawings	10.250	Wastewater – See Water and Sewer System		
	Shut-off locations	10.250	Watchers – Oaths		3.100
	Valves		Water – See also Water and Sewer System		
	Locations	10.250		Acquisition	10.310
	Specifications	10.290		Adjudication	10.310
Water line maintenance and repair		10.290		Bond Issues	5.80
-V-				Conservancy districts	10.310
Vacancies – Governing Body		8.30		Conservation	10.310
Vacations				Consumer confidence report	10.300
	Alley	10.260		Consumption – water	10.290
	Easements	10.260		Court proceedings	10.310
	Plats	11.30		Dams	10.310
	Rights-of-way	10.260		Dedication of rights	10.310
	Street	10.260		Ditch companies	10.310
Valves				Enterprise board	8.70
	Locations	10.290		Flow measurements	10.290
	Maintenance and repair	10.290		Irrigation companies	10.310
Variances		11.160		Lakes	10.310
	Water and sewer treatment	10.300		Meters	5.360
Vehicle		Schedule 6		Policies	10.310
	Driver safety reports	6.110		Policies	10.310
	Fire	Schedule 6		Pressure	10.290
	Histories	6.180		Quality	10.300
	Maintenance	6.110, 6.180		Monitoring	11.90
	Police	Schedule 6		Rates	5.150
	Registrations	6.190		Raw	10.310
	Safety	6.110		Regulations	10.310
	Titles	6.200		Rental – raw water	10.310
	Warranties	6.210		Reservoirs	10.310
Vendor				Rights	10.310
	Files	5.10		Rivers	10.310
	Licensing	12.20		Sale	10.310
	Lists	5.300		Source of supply	10.310
	1099 Forms	5.10		Standards	10.310
Ventilation Systems – Municipal		6.60		Stock certificates	10.310
Vested Property Rights		11.170		Storage inspection	10.290
				Streams	10.310
				Surface rights	10.310

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<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Transfer	10.310	Tests	
Underground rights	10.310	Analytical	10.300
Use restrictions	10.290	Backflow prevention device	10.290
Water and Sanitation		Sewage – weekly	10.300
Districts	10.270	Smoke test	10.290
General	10.280	Standards – water tests	10.300
Water and Sewer System – See also <i>Water</i>		Treatment	10.300
Analysis – system	10.290	Turbidity reports	10.300
Analytical reports	10.300	Valves	10.290
Backflow prevention device test	10.290	Water storage inspection	10.290
Bacteriological quality analysis	10.300	Weapons	
Calibration – equipment	10.300	Concealed	12.30
Capacity – plant	10.300	Weather Data	10.310
Chemical analysis	10.300	Website Development	6.50
Compliance – drinking water	10.300	Weed	
Connections	10.290	Control	11.70
Contaminants	10.300	Violations	11.180
Copper analysis	10.300	Wells	
Corrective actions	10.300	Gas drilling	11.70
Cross-connection control survey	10.290	Locations – water	10.310
Discharge		Oil drilling	11.70
Inspections	10.300	Permits	10.310
Monitoring	10.300	Water	10.310
Permits	10.300	Wetlands	
Distribution	10.290	Fill	11.70
Domestic septage	10.300	Protection	11.70
Effluent	10.300	Removal	11.70
Enterprise board	8.70	Wiring – Computer Systems	6.50
Equipment maintenance	10.300	Withdrawal from Nomination	3.80
Filter plant logs	10.300	Work	
Industrial pretreatment permits	10.300	In public way – permits	12.30
Inspections	10.280	Orders	
Sand trap	10.300	Equipment	6.220
Sewer	10.290	Vehicles	6.220
Lead analysis	10.300	Papers	
Lines – water		Audit	5.40
Maintenance and repair	10.290	Budget	5.100
Meters	5.360	Permits	12.30
Operational reports	10.300	Worksheets	
Oversizing	10.290	Financial – preliminary	5.380
Plant capacity	10.300	-Z-	
Pressure measurements – water	10.290	Zones	
Production – water	10.290	Enterprise	11.60
Radiological analysis	10.300	Speed	10.190
Reports		Zoning	
Distribution and production	10.290	Annexations	11.10, 11.190
Operations	10.300	Board of Adjustment	Schedule 4
Samples	10.300	Board of Appeals	Schedule 4
Sand trap inspections	10.300	Certificates	11.190
Sewage – composite samples	10.300	Districts	11.190
Sewer inspection	10.290	Initial	11.190
Sludge application	10.300	Maps	11.190
Storage – water	10.290	Petitions	11.190
Taps	10.290	Regulations	11.150
Outside users	10.290	Rezoning	11.190
Sewer	10.290		
Water	10.290		